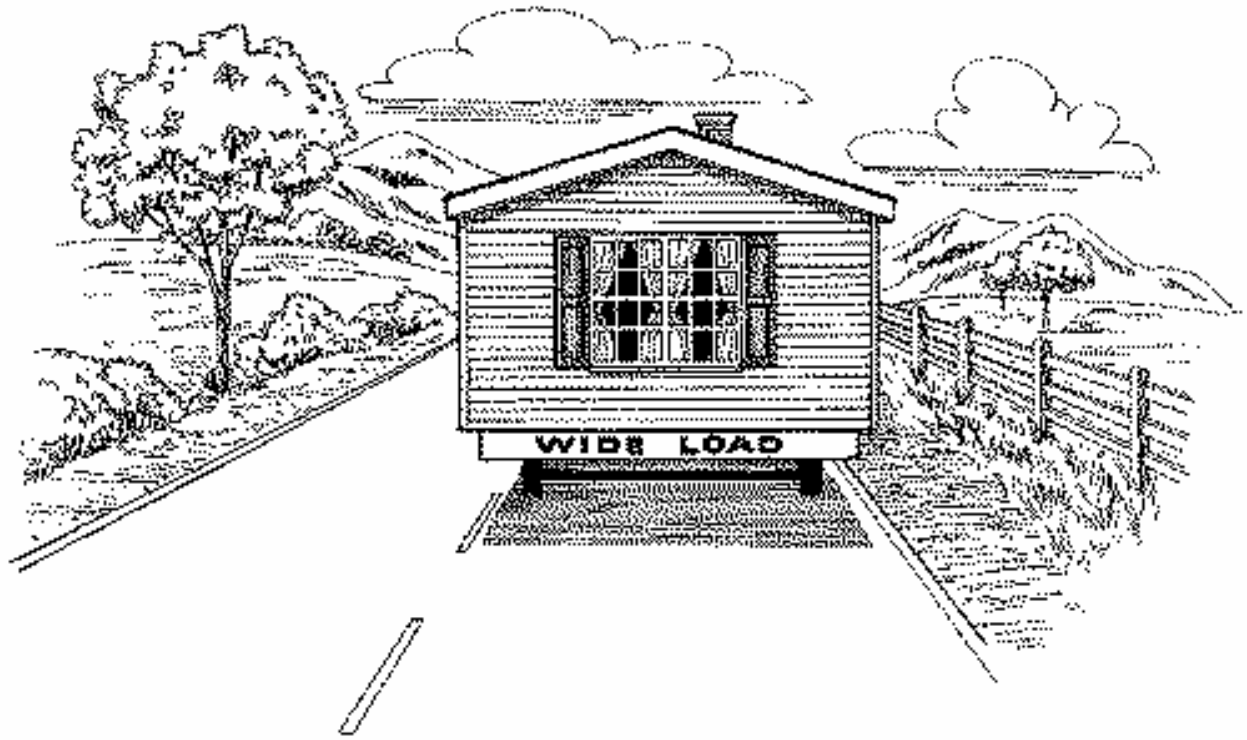
Manufactured Home Parks



User's Manual

Manufactured Home Parks

Health District Information System
HDIS (Windows Ver. 4.0)

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CHC **Software, Inc.**
Health District Information Systems
helpdesk@hdis.org

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Introduction

This program is designed to assist you in organizing a systematic approach to entering your manufactured home parks and provides accurate up-to-date records within your health district.

Please review the manual carefully to obtain the maximum benefits. **Little or no prior computer experience is necessary to operate this program.**

About This Manual

The Manufactured Home Parks Module is simple to use. ***The maximum benefit with the least time spent will be obtained if you start at the first page of this manual and follow the directions exactly as you enter the first record in your computer.***

Square boxes in this manual surround the key you are to press on your keyboard. As an example, when you read , ENTER press the **enter** key on your keyboard.

The word **TYPE** is followed by bracketed **[ ]** instructions of what to type into a field.

Note: **For Technical Support, email: helpdesk@hdis.org**

Navigation

Whenever you see one click the left side of your mouse once.

Whenever you see two click the left side of your mouse twice.

Navigation Keys For Entering Information

Tab or **ENTER** to move to next field

Shift **Tab** or **Up** to go back one field

Alt + **R** places you in the receipt screen.

Editing Keys

Backspace deletes one character left of cursor

Delete deletes one character

Insert inserting & overwriting modes

When you see a pull-down field, click the arrow to the right to view all your choices.

Starting HDIS

MICROSOFT Windows Users

Start

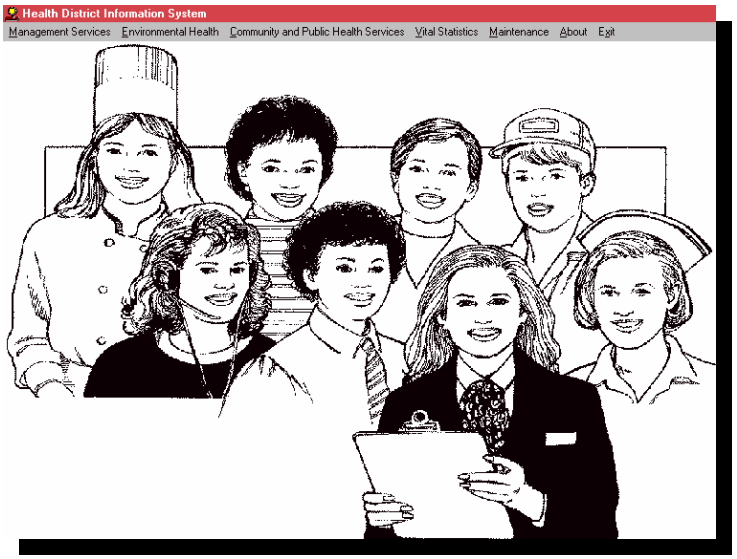
Programs

Health District Info Systems

HDIS

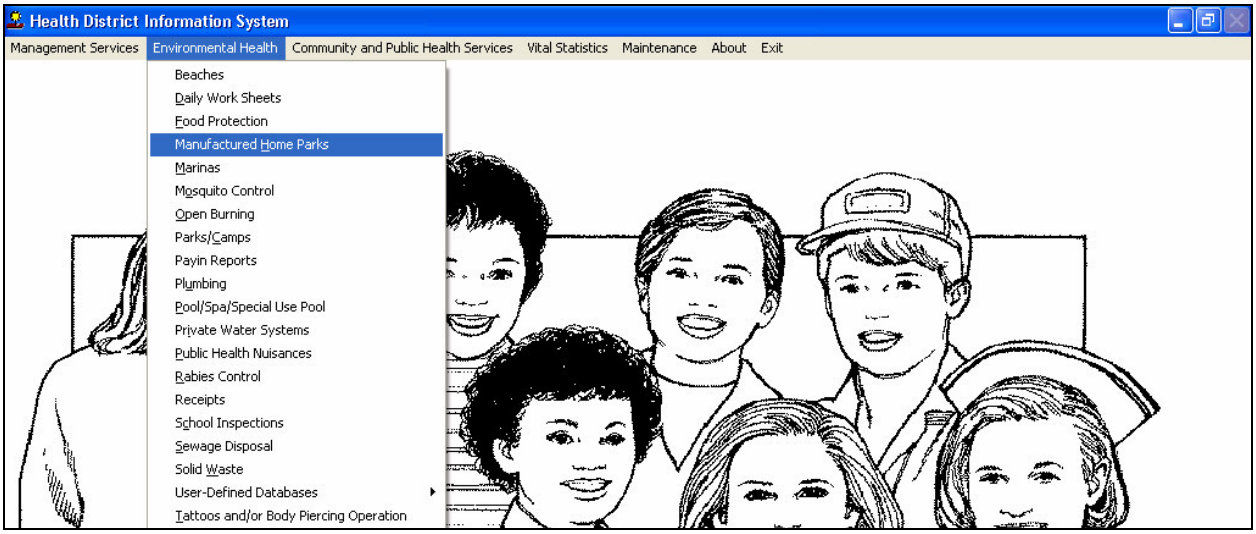
Health District Information System Menu Bar

HDIS (Health District Information System) has several different modules designed to assist your health district in its day-to-day operations. The **Manufactured Home Parks module** is a great addition to these modules and simplifies your record keeping, billing and information management needs.

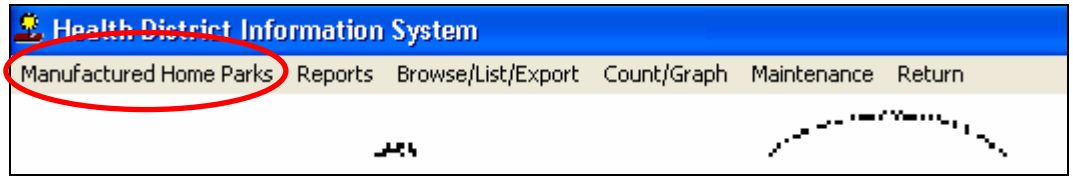


Select Environmental Health

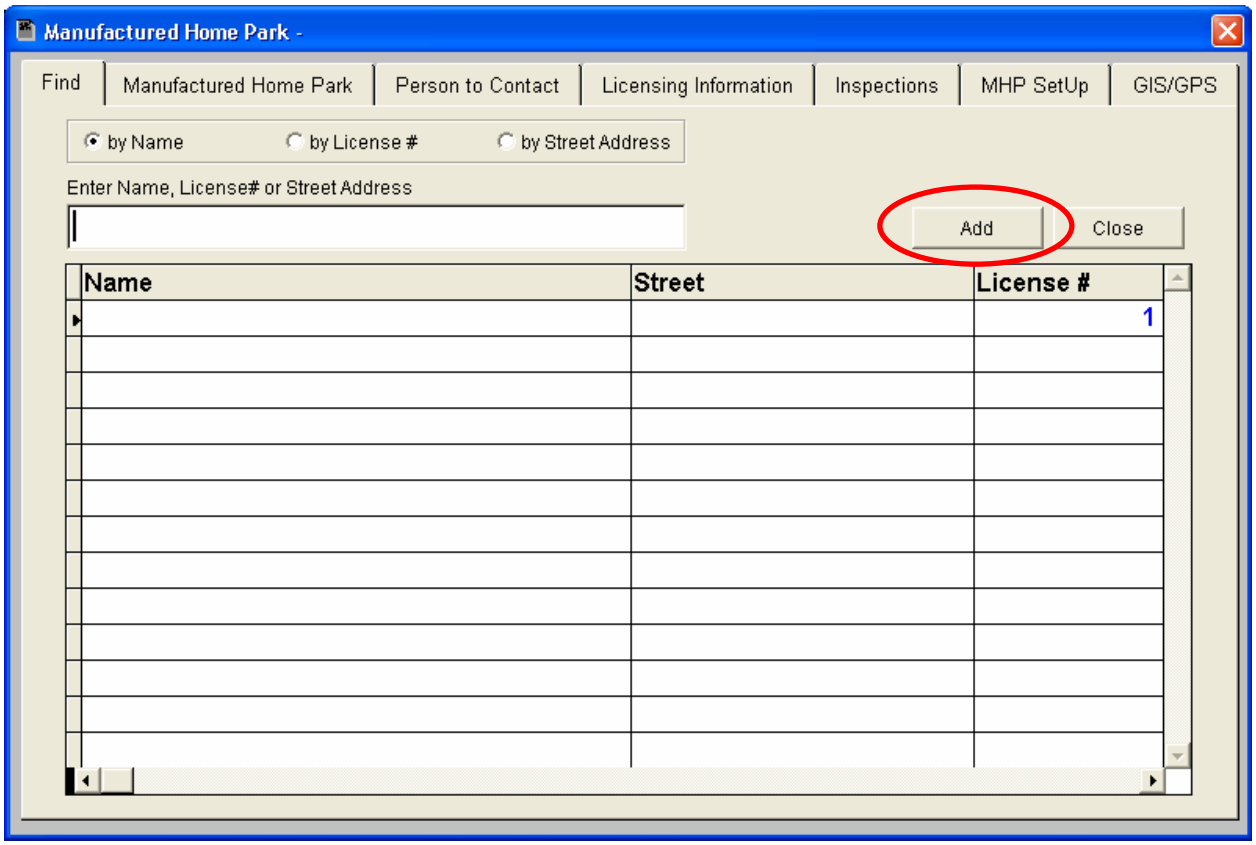
Select Manufactured Home Parks



Manufactured Home Parks

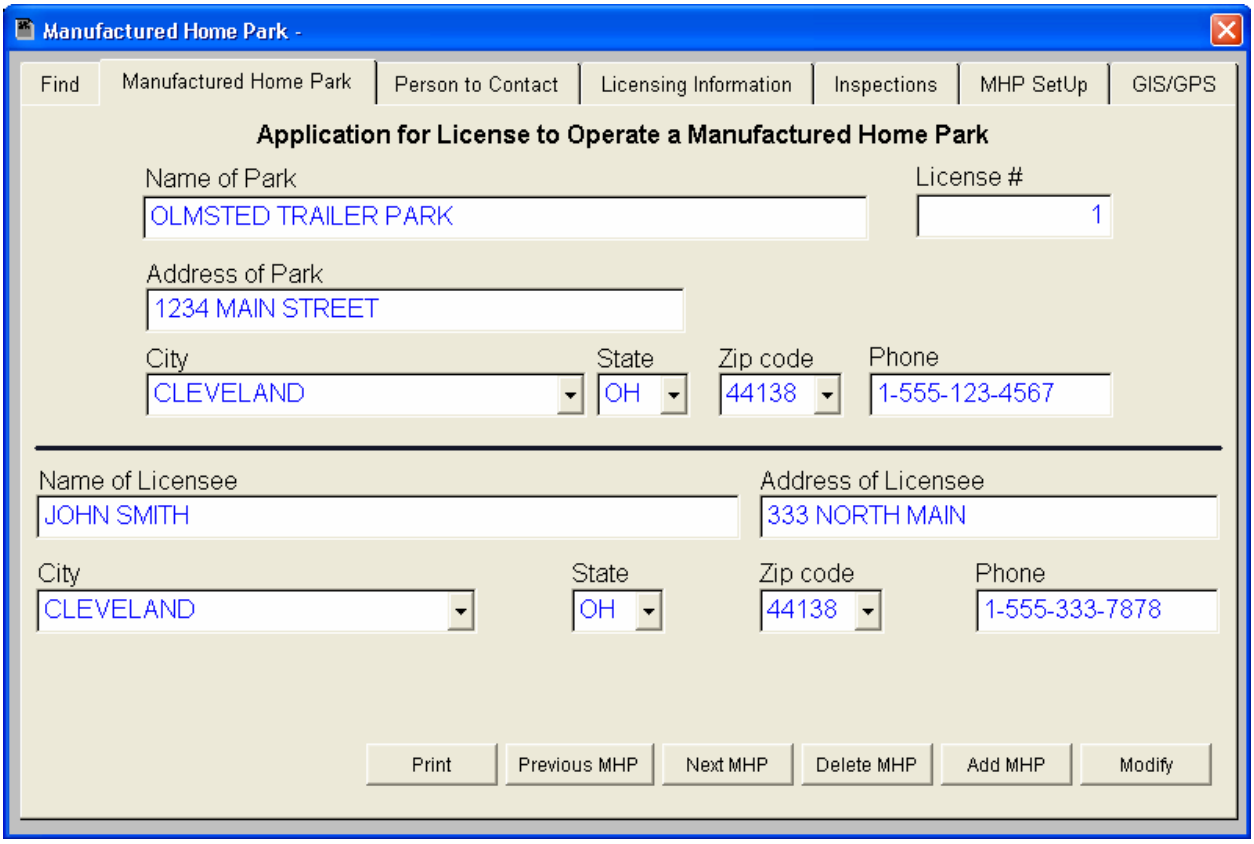


Entering a Manufactured Home Park



The **FIND** tab on the Manufactured Home Parks window is for locating a manufactured home park. You can browse through the grid or type the **Name or ID#** in the **Enter Name of Park or ID#** field. To find a manufactured home park by **License #,** click the radio button labeled **by License #** and then enter the license number. To find a manufactured home park by Street Address, click the radio button labeled **by Street Address** and enter the street address.

To add a manufactured home park to your list, click the **Add** button.
Once the Manufactured Home Park is entered you will not have to enter it again.

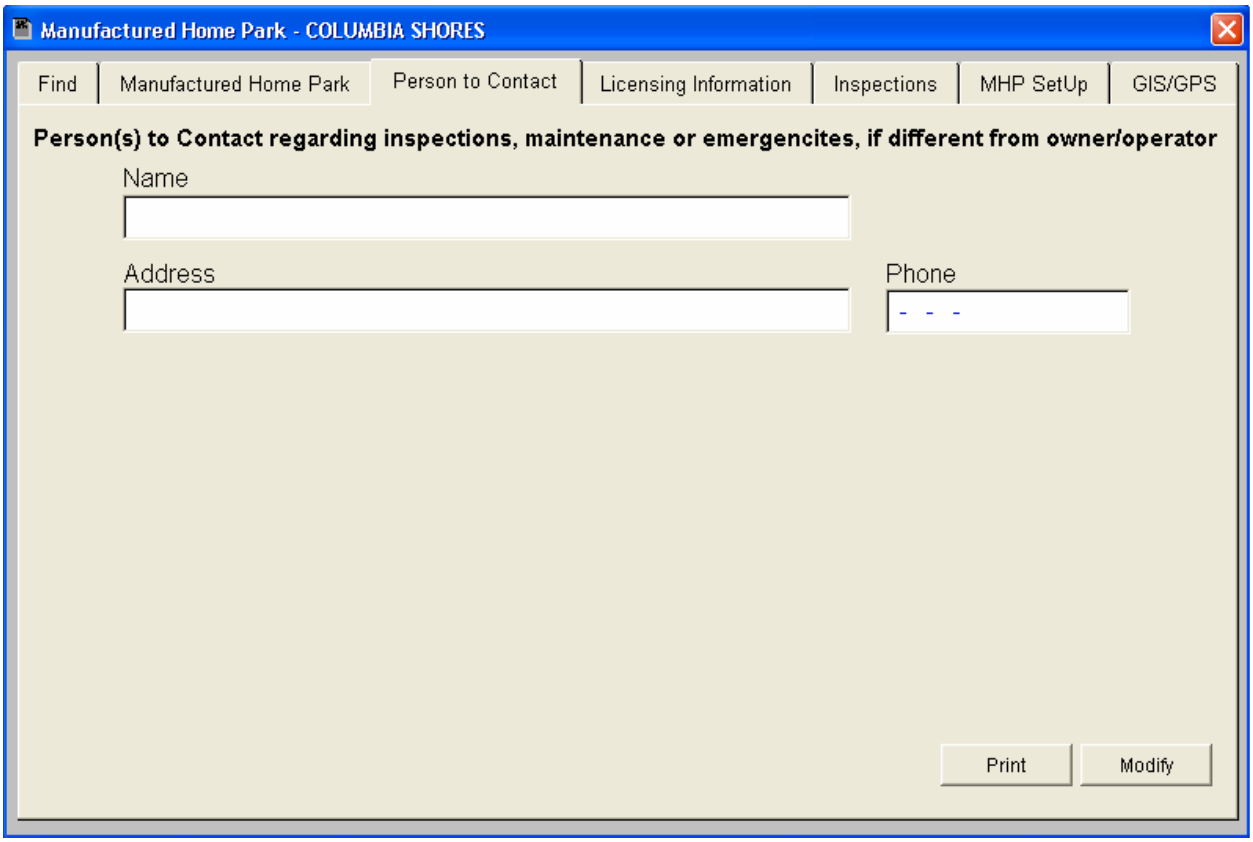


You may now begin to enter information into the fields. Remember, you can use the "**Tab**" or the "**Enter**" key to advance from field to field. On this page, you will fill out the information for the manufactured home park and the licensee that you received from their application.

**** Note: All phone numbers must start with a "1"**

Person to Contact

Select Person to Contact

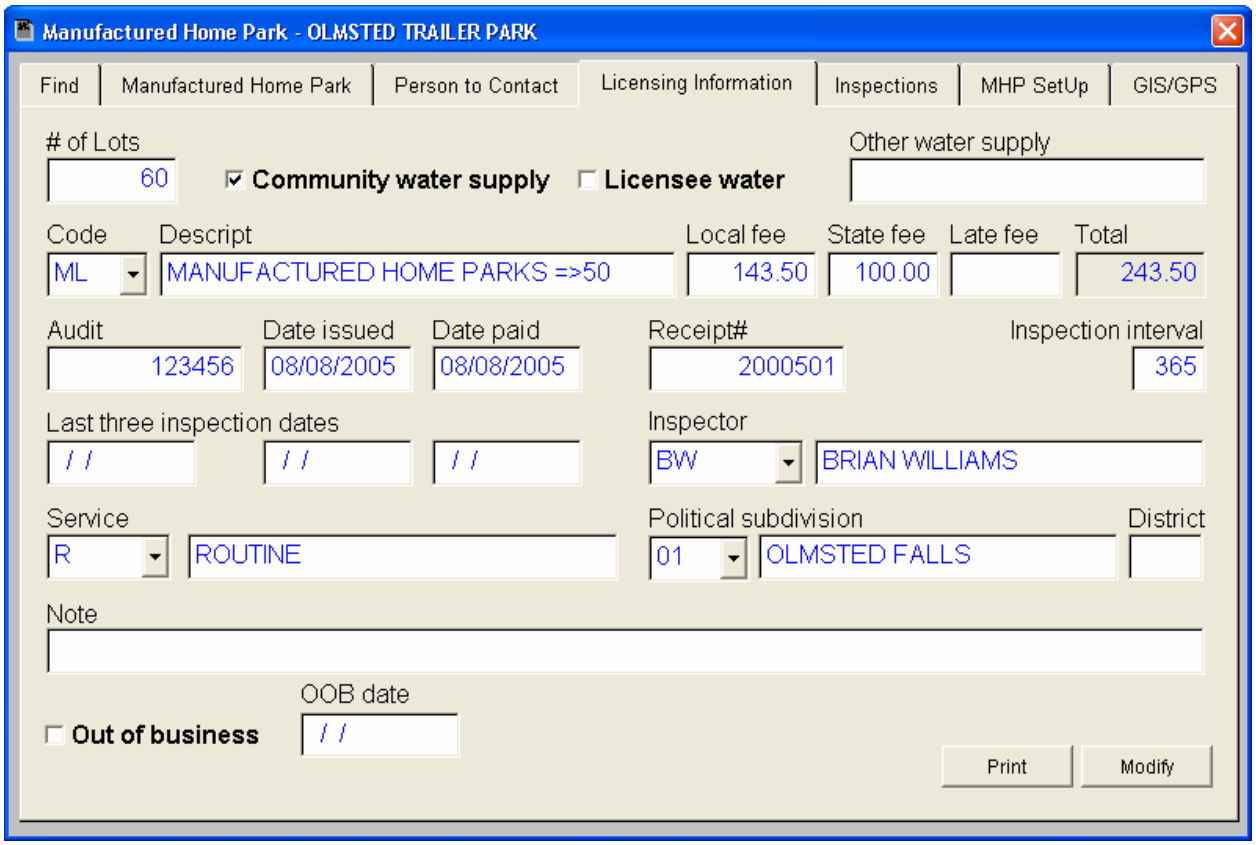


This screen is for the person(s) you would contact regarding inspections, maintenance, and emergencies. This information can be found on the application form. **Enter a "^" (karat) between the street and city. This will enable you to print an envelope using the "Print" button.**

Example: **1234 ANY STREET^PARMA, Oh 44134**

Licensing Information

Licensing Information

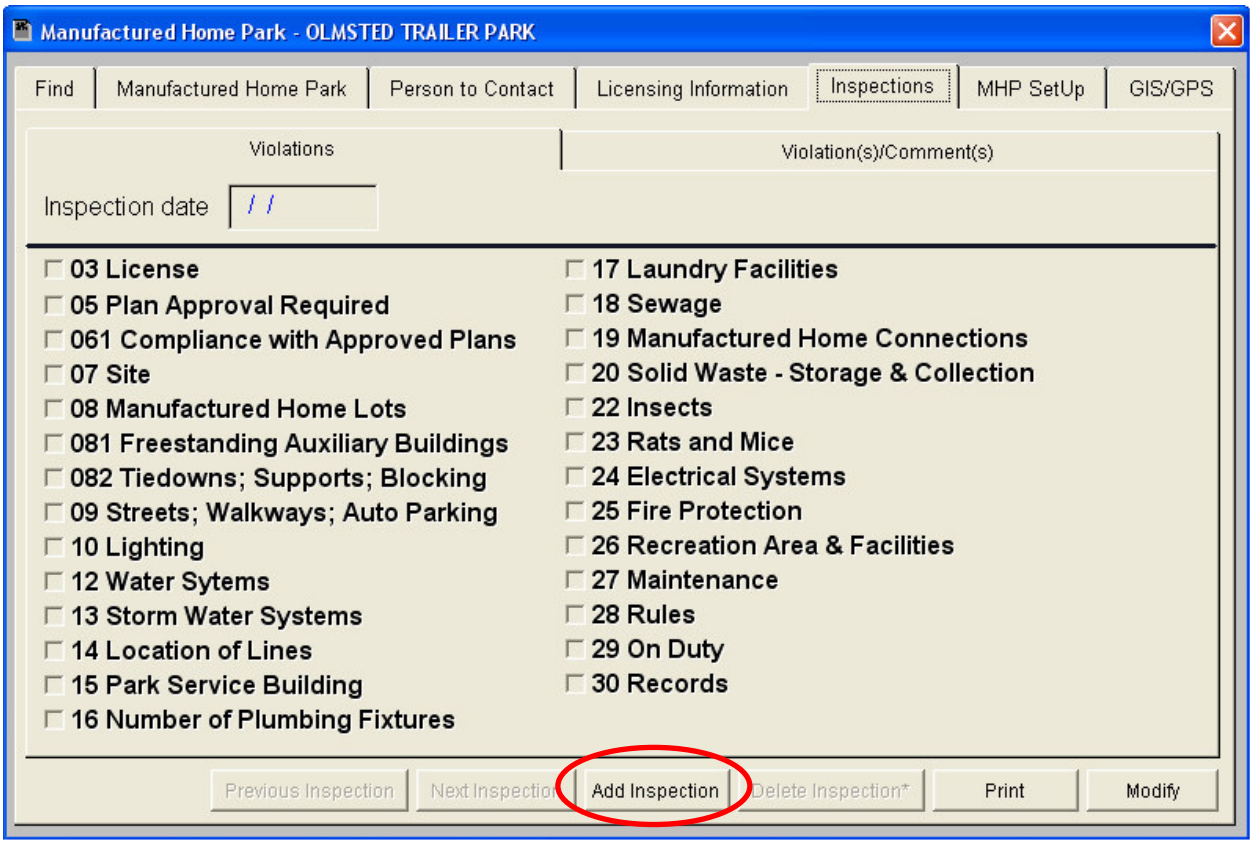


Field/Button	Description
# of Lots	Enter the number of lots in the park.
Community Water Supply	Check if the park is supplied by community water.
Licensee Water	Check if the park is supplied by the licensee.
Other water supply	Enter if the water is supplied by something other than the community or licensee.
Code	Chose the fee code for the park. MS for licenses with less than 50 Homes ML for Licenses with 50 or more Homes
Description	(filled out once fee code is selected)
Local Fee	(filled out once fee code is selected)
State Fee	(filled out once fee code is selected)
Late Fee	(filled out by running delinquent letters)
Total	(filled out once fee code is selected)
Audit	(filled out once a license fee code is printed)
Date issued	Date permit issued.
Date Paid	Date the permit was paid.
Receipt #	Receipt number for the permit.
Inspection Interval	(filled out once fee code is selected)

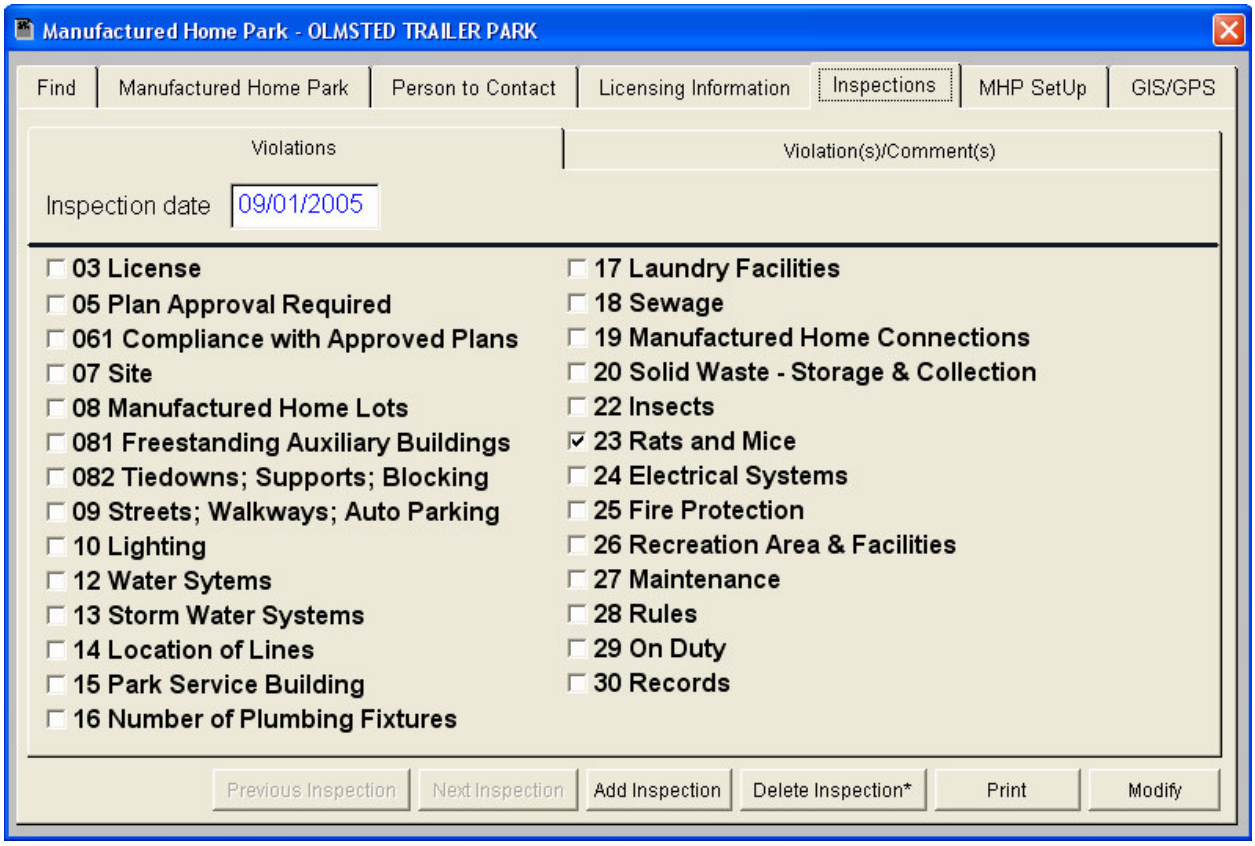
Last Three Inspection Dates	Enter your last three inspection dates.
Inspector	Inspector's code and name.
Service	Reason code and description.
Political subdivision	Political subdivision code, city and subdivision number.
District	District of the park.
Note	Enter your notes.
Out of Business	Check if the park is out of business.
OOB Date	Enter the out of business date.
Print	Opens the print window.
Modify	Modifies the data on the page.

Inspections

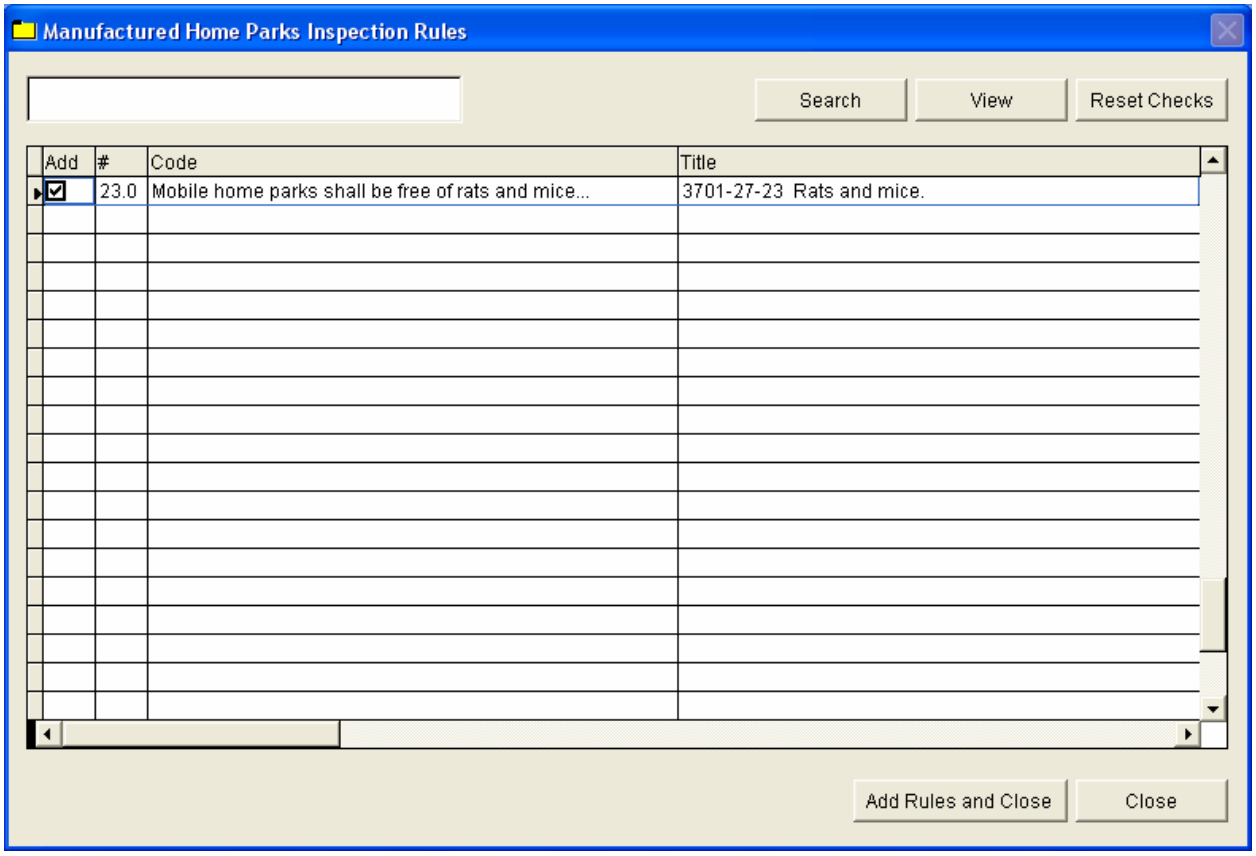
Inspections



To enter an inspection, click the "**Add Inspection**" button and enter the inspection date.



To enter a violation, click on the appropriate check box. In this case, there was a "**23 Rats and Mice**" violation. When the violation is checked, the Manufactured Home Park Inspection rules table will open (see the next page).



For your inspections, you have the ability to view the rules .When the violation is clicked, the program opens the **Inspection Rules** table above. Check the box for the appropriate code that was violated to add to your inspection form. You may also search 23.0 rule by typing a key word in the field box and clicking the **Search** button. This will display all rules under which the key word was found. You may view a rule by clicking on the row and then clicking the "**View**" button. When finished, click the "**Add Rules and Close**" button.

Field/Button	**Description**
Search	Click to search a rule for a key word entered in the field to the left.
View	Click to view the selected rule
Reset Checks	Click to view all rules (used after a search)
Add	Check to add the rule to the inspection form
Add Rules and Close	Click to add the rules to the inspection and to close the rules window
Close	Click to close the rules window

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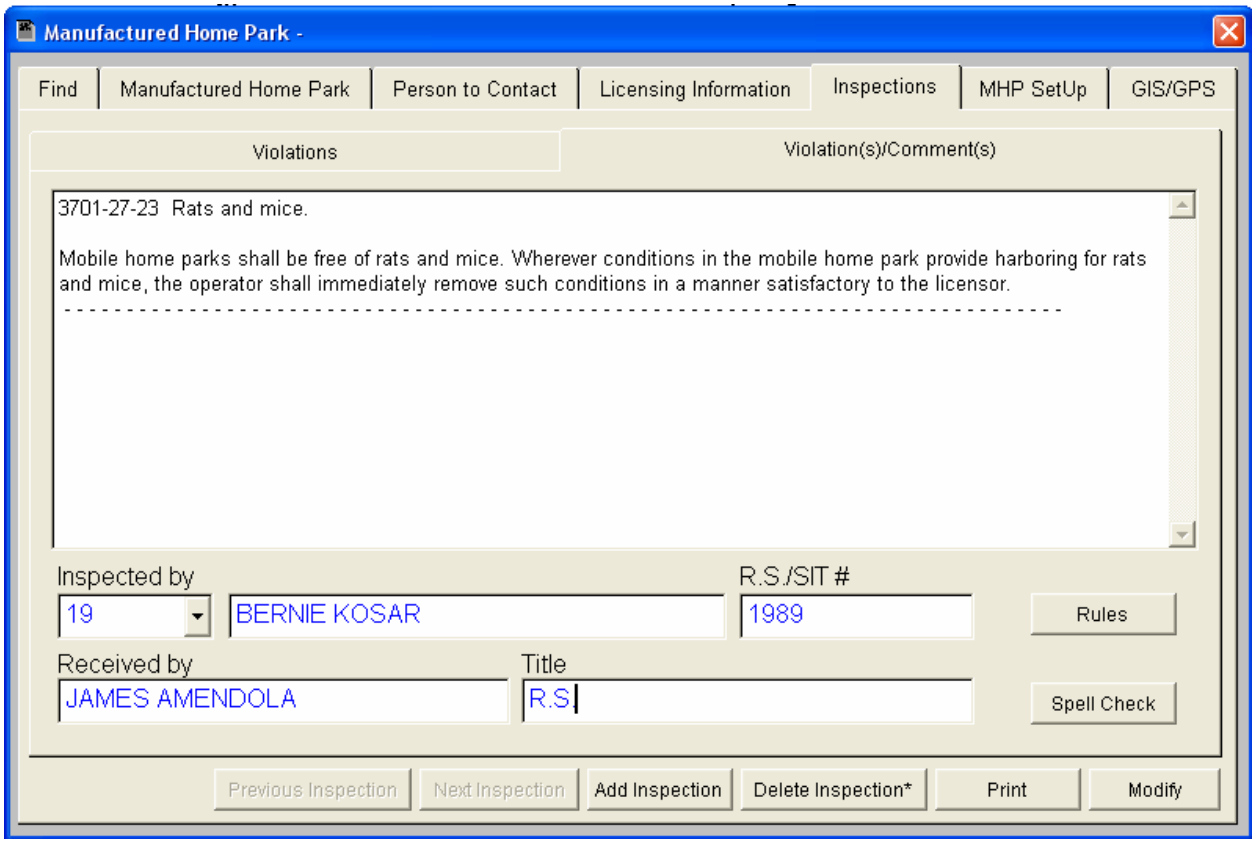
Violation(s)/Comment(s)

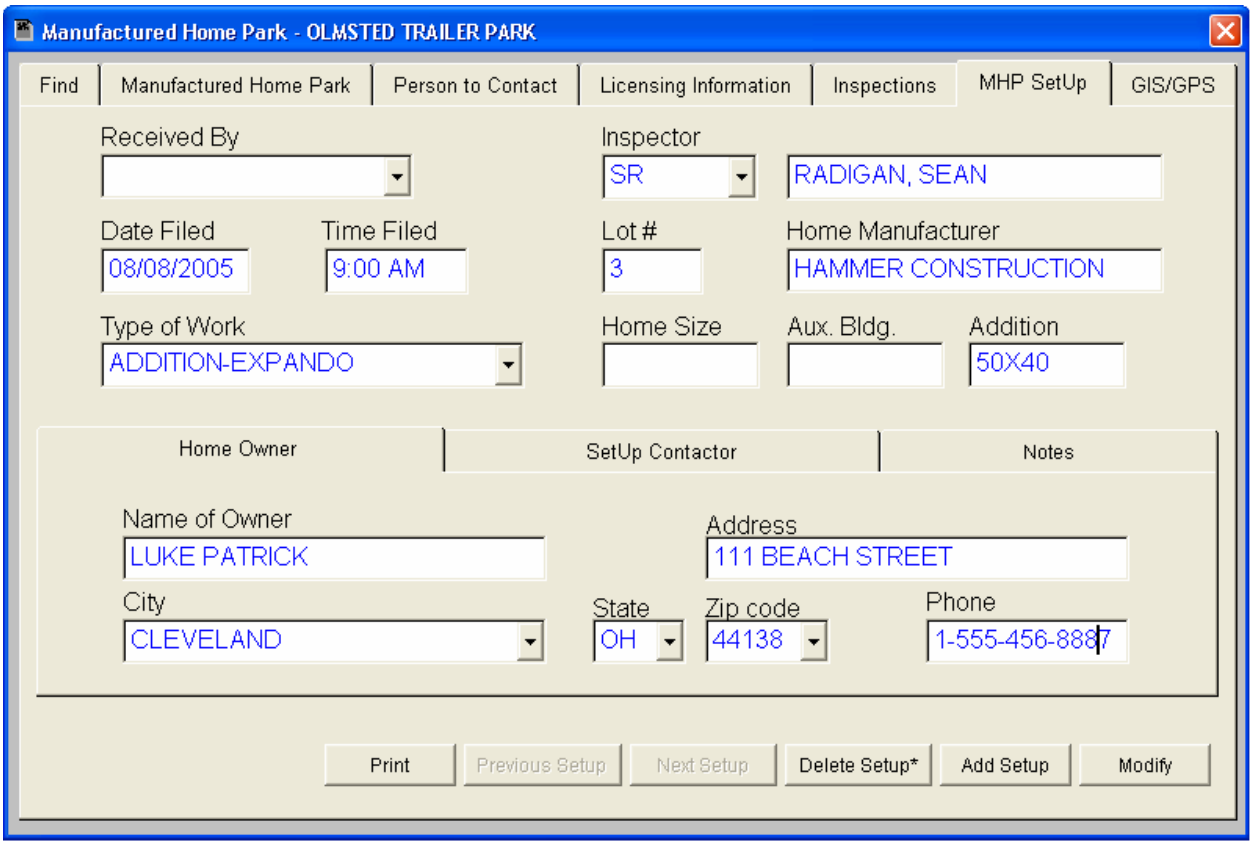


The "**Violations/Comments**" page displays the rules that you added. You may, also, add your comments specific to the rules.

Field/Button	**Description**
Violation(s)/Comment(s)	Displays the selected rules from the "Violations" tab along with your comments.
Inspected by	Select inspector who performed the inspection.
R.S./SIT#	
Received by	Enter the person who received the inspection form.
Title	Enter the title of the person who received the form.
Rules	Click to view all inspection rules.
Spell Check	Click to perform a spell check on your comments.

MHP SetUp

MHP Setup



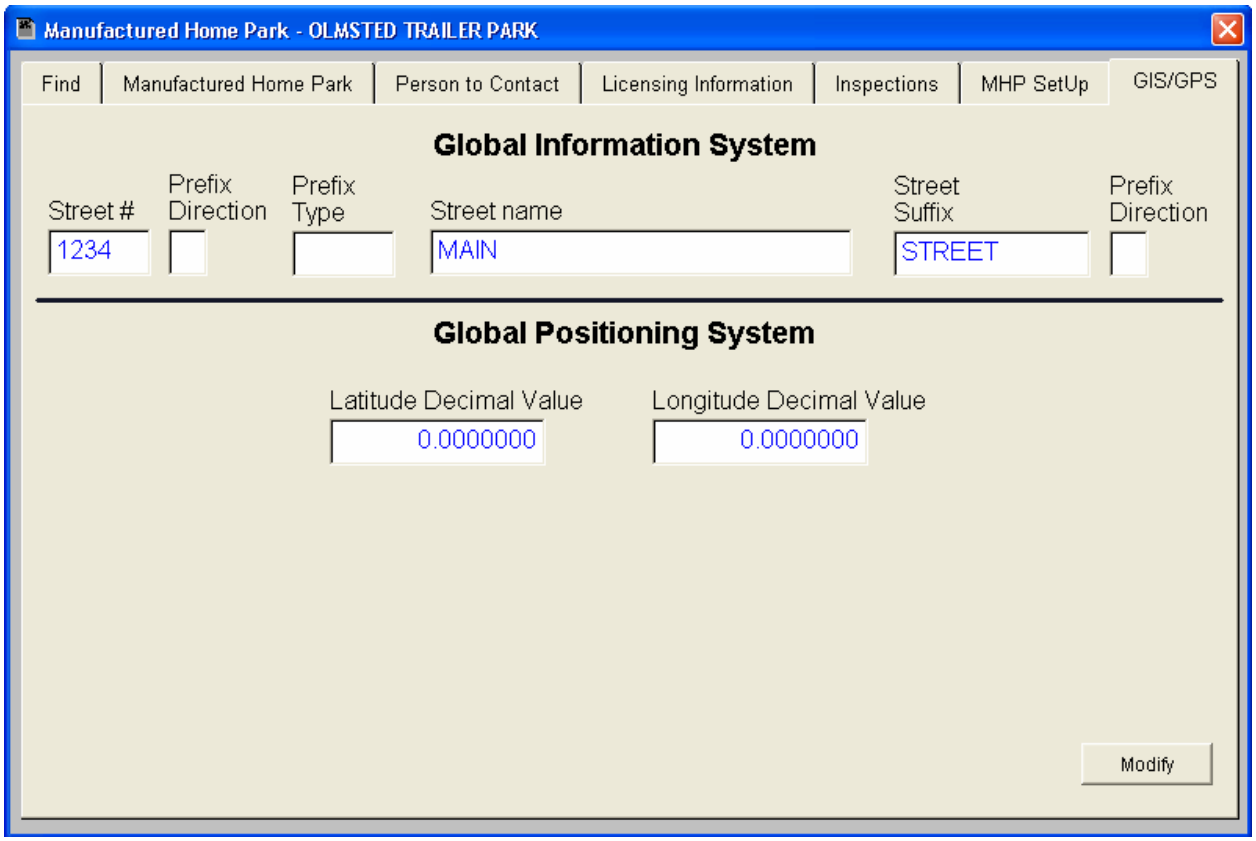
The manufactured home park **Setup** tab allows you to fill out data regarding any additions or construction being done in the manufactured home park. This information will be printed out on the "**Placement Notification**" form located in the Print Window.

Field/Button	**Description**
Received By	Enter the employee who received the setup application.
Inspector	Select the inspector's name.
Date Filed	Enter the date filed.
Time Filed	Enter the time filed.
Lot #	Enter the lot # for the setup.
Home Manufacturer	Enter the name of the home manufacturer.
Type of Work	Choose the type of work that is being performed.
Home Size	Enter the size of the home.
Aux. Bldg.	Enter the size of the auxiliary building.
Addition	Enter the size of the addition.
Name of Owner	Enter the name of the owner.
Address	Enter the address.
City	Enter the city.
State	Enter the state.

Zip	Enter the zip.
Phone	Enter the phone number.
Name of Setup Contactor	Enter the name of the setup contactor.
Address	Enter the address of the setup contactor.
City	Enter the city of the setup contactor.
State	Enter the state of the setup contactor.
Phone	Enter the phone number of the setup contactor.
Notes	Enter any notes on the manufactured home park setup.
Print	Click to open the print window.
Previous Setup	Click to view the previous setup.
Next Setup	Click to view the next setup.
Delete Setup*	Right-click to delete the setup.
Add Setup	Click to add a setup.
Modify	Click to modify the record.

GIS/GPS

GIS/GPS

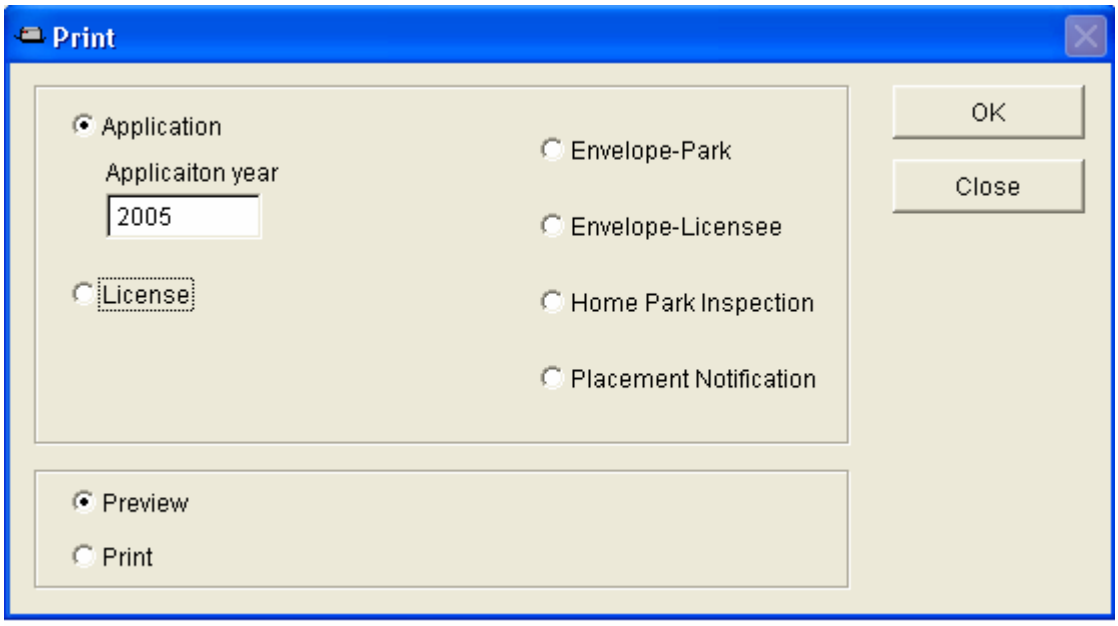


The "**GIS/GPS**" tab allows you to enter your GPS coordinates for mapping purposes.

Field/Button	**Description**
Street #	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Prefix Type	(automatically filled out when you enter the address)
Street Name	(automatically filled out when you enter the address)
Street Suffix	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Latitude Decimal Value	Enter the latitude **DECIMAL** value of the location.
Longitude Decimal Value	Enter the longitude **DECIMAL** value of the location.
Modify	Click to modify the information on the page.

Print Button

Print



Print: The **"Print"** button is available on all the tabs.

**** Note: The licenses will print on your preprinted license paper.****

Field/Button	Description
Application	Prints out an application (right-click OK to print blank application).
Application year	Specify the year you want the application printed for.
License	Prints out a license on the preprinted license paper. HDIS will automatically display the next available audit #. When you receive a new packet of licenses, enter the Audit # of the first license in the packet.
Envelope - Park	Prints an envelope addressed to the Park.
Envelope - Licensee	Prints an envelope addressed to the licensee.
Home Park Inspection	Prints out the Manufactured Home Park inspection.
Placement Notification	Prints out the placement notification form.
Preview	Previews the printout.
Print	Prints the form.
OK	Prints/previews the form.
Close	Closes the print menu.
Update Record	After printing a license, this button will appear. Click to update the new Audit Number and also the date issued.
Void	After printing a license, this button will appear. If you discover you incorrectly printed the license, click the Void button, which will create a Void record that will account for the license audit number.

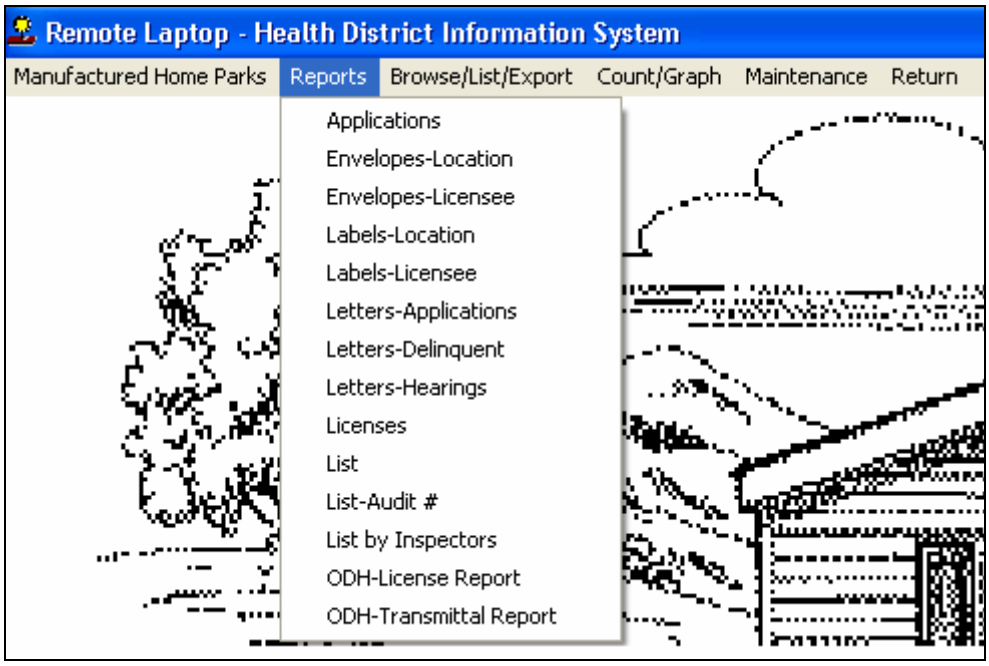
How to Void a License

There are two ways to void a license. The first way is described above when you are in the Print window and have just incorrectly printed a license. The second way is as follows:

Click the Window Tab **Find**
Click the **Add** button
Click the appropriate check box for type of license
Enter "\ **VOID"** in the name field (use a backslash and a space before the word "VOID").
Click the "**Licensing Information"** window tab
Enter the fee code as "**VD"**
Enter the audit number you are voiding in the "**Audit"** field
Enter the date voided in the "**Date Issued"** field

Reports

Reports



The Manufactured Home Parks module has a set of pre-defined reports from which to choose. Each report will ask for **From date issued** and **To date issued.** This is to prevent printing a report for a Manufactured Home Park that is Out of Business or one that did not apply for a license.

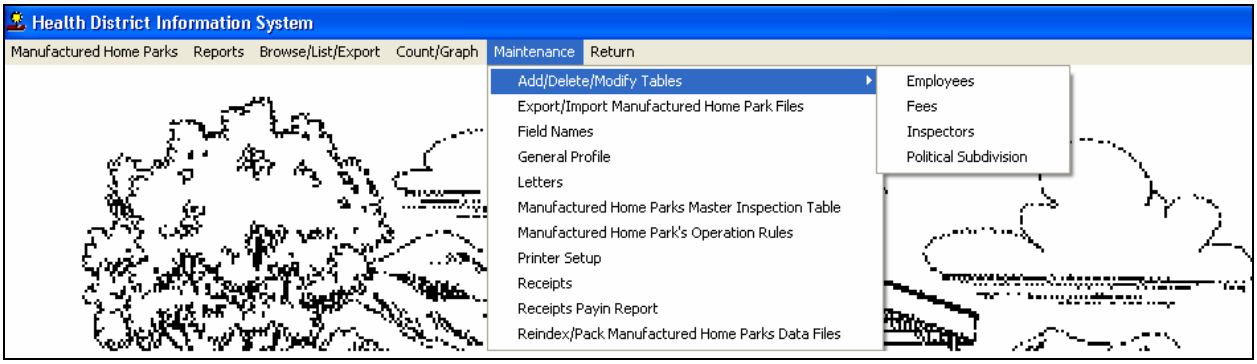
You may preview the report before printing. Also, you have the ability to use filters to build a query.

Reports

Report	Description
Applications	Generates personalized application letters for each manufactured home park that meets the criteria set in the "from date" and "to date" issued.
Envelopes - Location	Addresses envelope to the location of the manufactured home park.
Envelopes - Licensee	Addresses envelope to the licensee of the manufactured home park.
Labels - Locations	Generates mailing labels to the location of the manufactured home park.
Labels - Licensee	Generates mailing labels to the licensee of the manufactured home park.
Letters - Applications	Generates application letters for each manufactured home park. (You may set these letters up in the Maintenance menu)
Letters - Delinquent	Generates delinquent letters for each manufactured home park. (You may set these letters up in the Maintenance menu)
Letters - Hearings	Generates hearing letters for all manufactured home park. (You may set these letters up in the Maintenance menu)
Licenses	Generates licenses for each manufactured home park that meets the criteria set in the "from date" and "to date" issued. Change the next Audit# if necessary. Click **OK** to generate licenses. After the licenses are printed, a window will appear asking you to update those records with their new Audit # and date issued. Click **OK** to update the records.
Lists	Generates a list of manufactured home parks.
Lists – Audit #	Generates a list of manufactured home parks by audit #.
List by Inspectors	Generates a list of manufactured home parks by inspectors.
ODH – License Report	Generates the state license report.
ODH – Transmittal Report	Generates the state transmittal report.

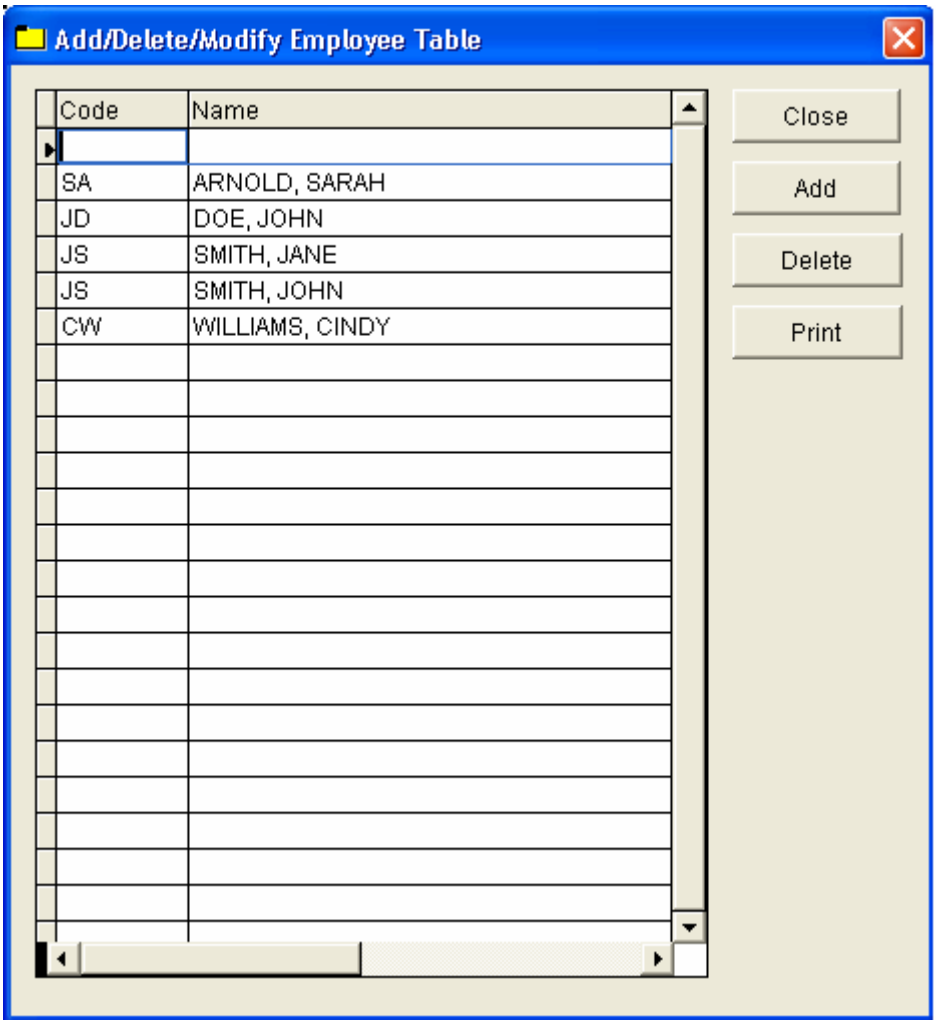
Maintenance - Add/Delete/Modify Tables

Maintenance



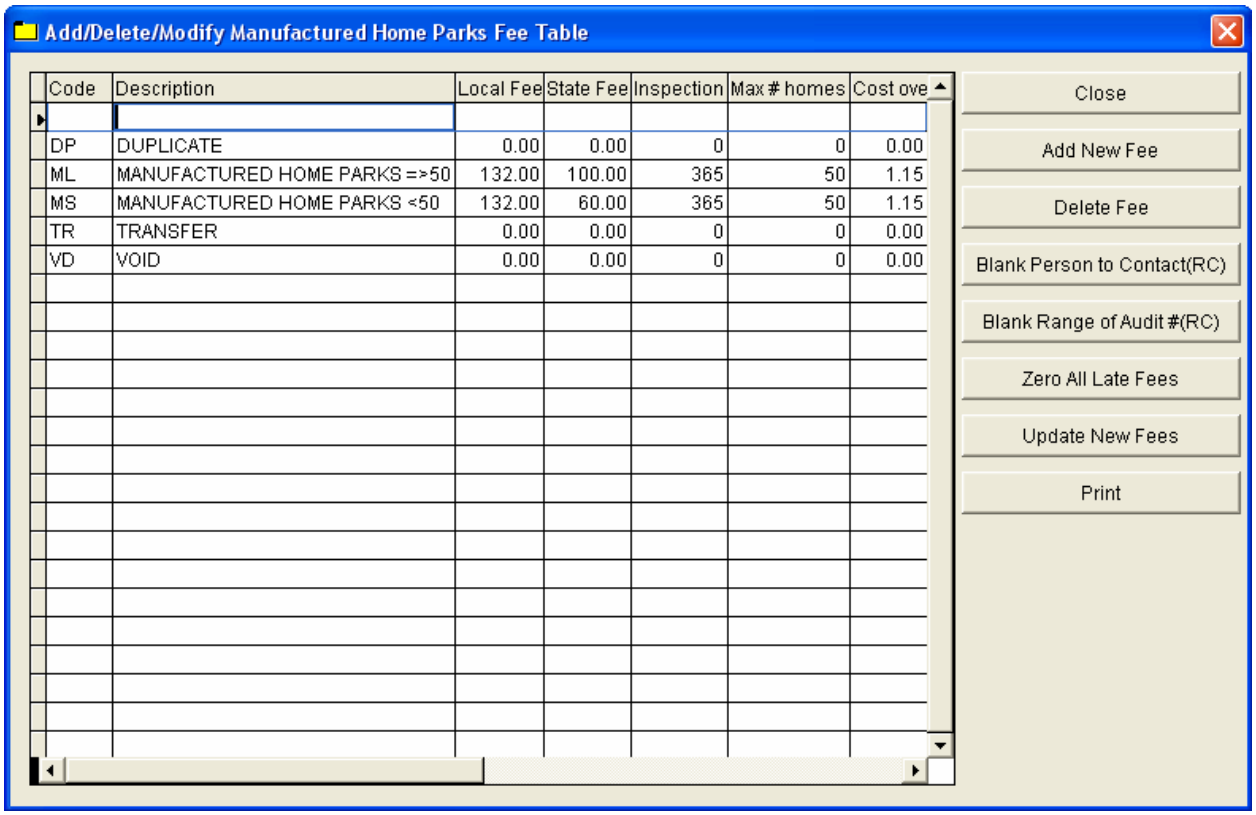
The **Maintenance Menu** contains a list of the tables that you can modify for your program.

Employees



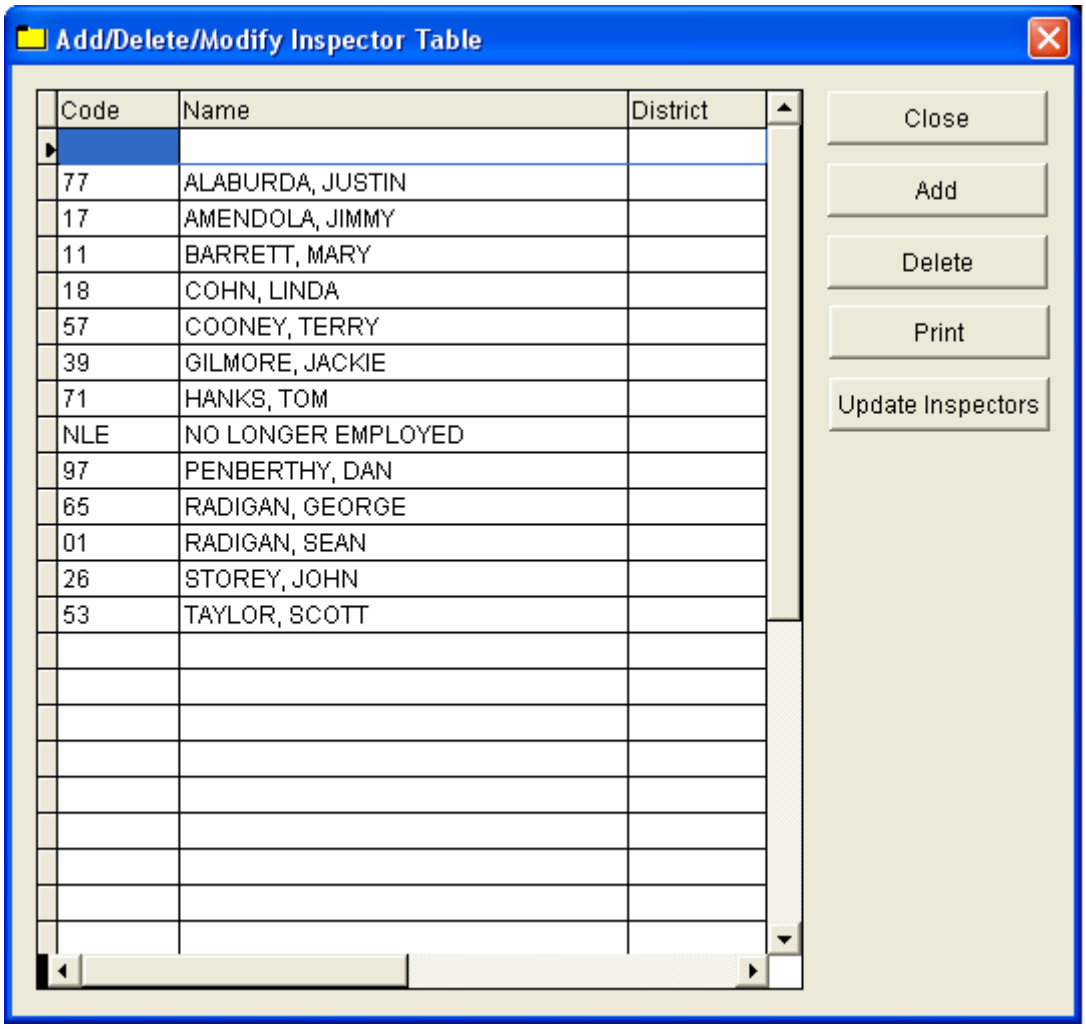
Field/Button	Description
Code	Code for the employee.
Name	Name of the employee.
Close Button	Closes the table.
Adds Button	Adds an employee to the table.
Delete Button	Deletes a highlighted entry.
Print Button	Prints the list.

Fees



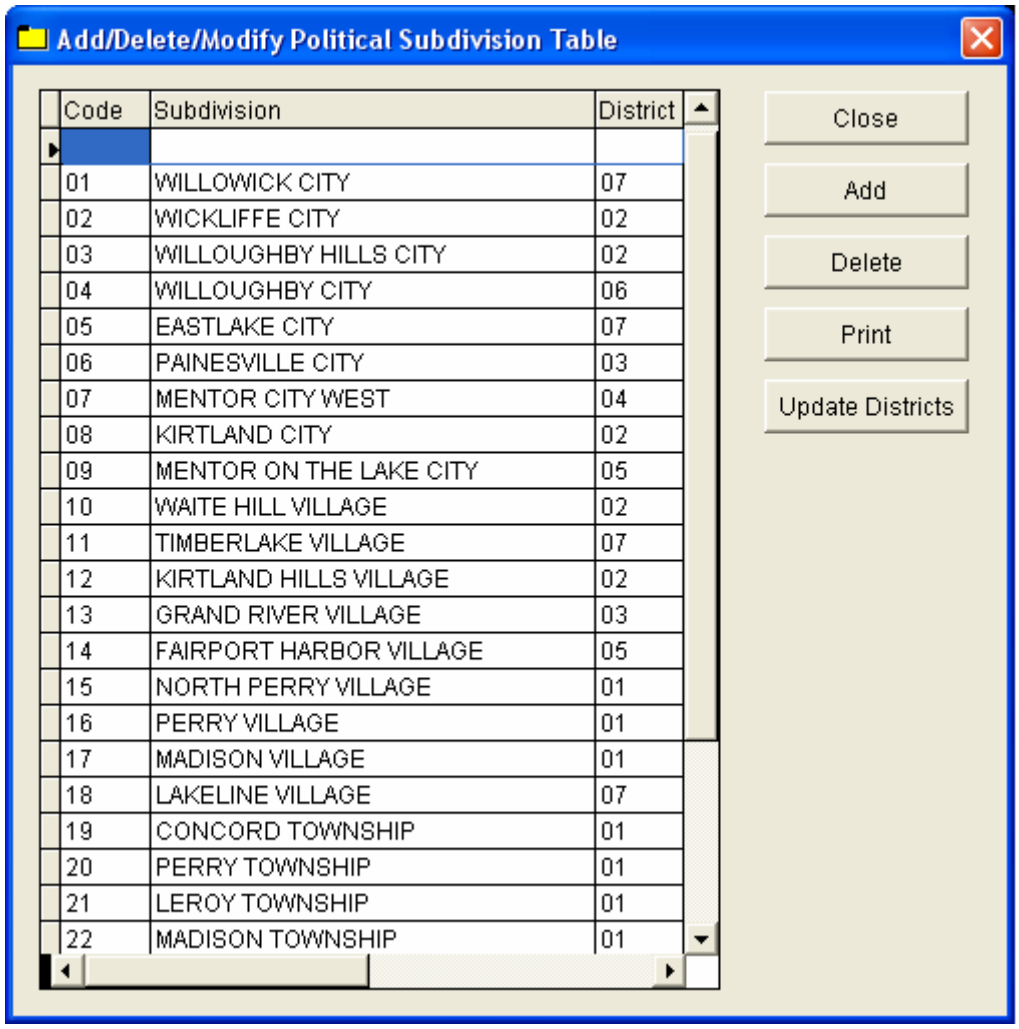
Field/Button	Description
Code	Enter the code of the fee (ODH fee codes, do not change)
Description	Enter the description of the code.
Local Fee	Enter your local health department fee.
State Fee	Enter state fee.
Inspection	Enter the inspection interval.
Max # of Homes	Enter the maximum number of homes.
Cost Over Max	Enter the cost for each home over the maximum.
Close	Closes the table.
Add New Fee	Adds a new fee to the table.
Delete Fee	Deletes the highlighted fee.
Blank Person to Contact*	Right click button to blank “Person to Contact” field on the license application (optional).
Blank Range of Audit # *	Right click button to blank “Audit #” field on the license application (optional).
Zero All Late Fees	Click this button before printing application for the coming year. It will zero any late fees from the previous year.
Update New Fees	Updates all Manufactured Home Parks based on the fees in the fee table.
Print	Prints a list of fee codes.

Inspectors



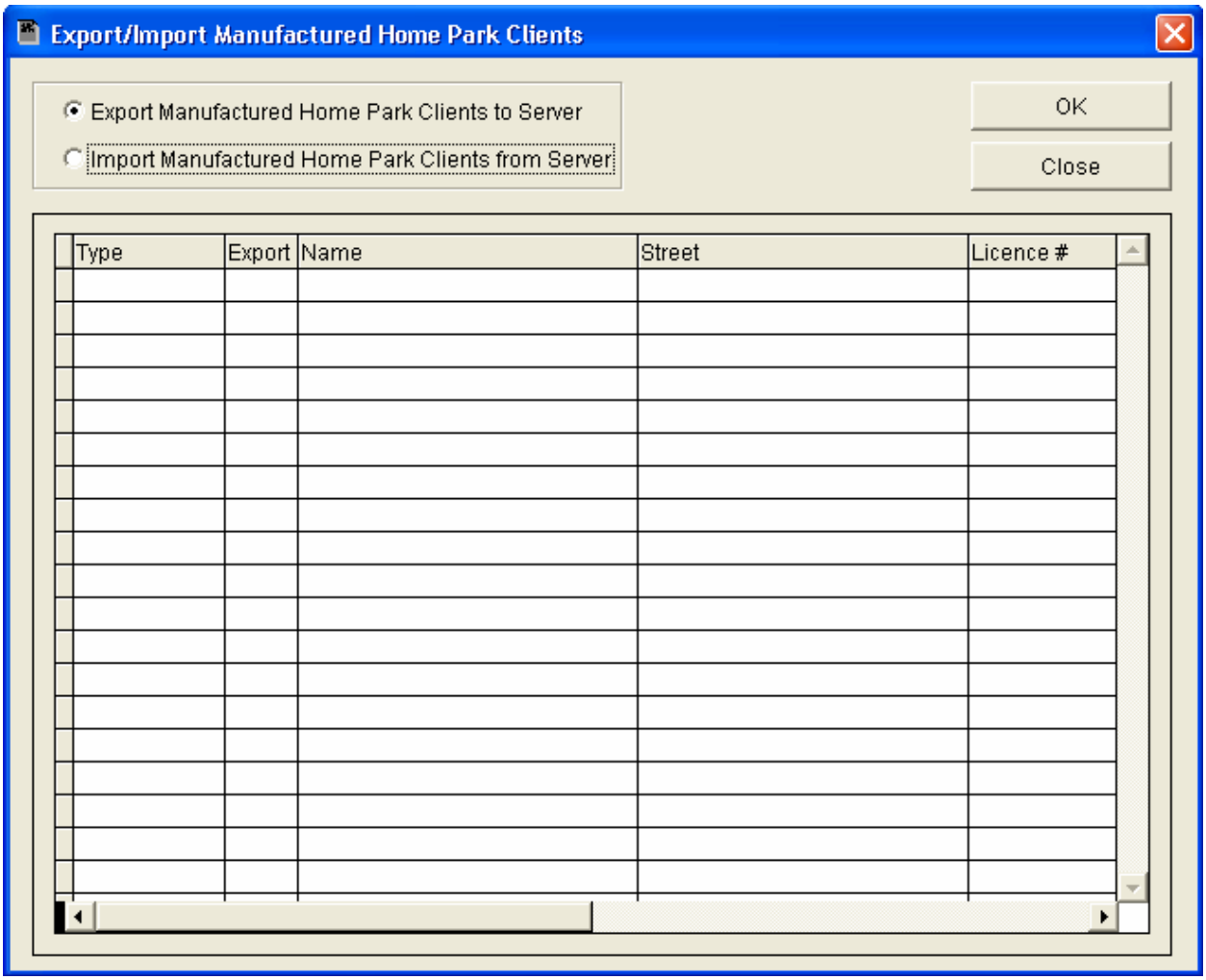
Field/Button	Description
Code	Enter a code for the inspector.
Name	Enter the name of the inspector.
District	Enter the inspector's district (optional)
Close Button	Closes the table.
Adds Button	Adds an inspector to the table.
Delete Button	Deletes a highlighted entry.
Print Button	Prints the list.
Update Inspectors	(See Daily Work Sheet Module).

Political Subdivision



Field/Button	Description
Code	Enter the code of the subdivision.
Subdivision	Enter the subdivision.
Close Button	Closes the table.
Add Button	Adds a code to the table.
Delete Button	Deletes a highlighted entry.
Print	Prints the list.

Export/Import Manufactured Home Park Clients



The **Export/Import** function enables you to take your Manufactured Home Park data out of the office on your laptop. If you use a laptop for your inspections or are interested in this function, please contact CHC Software for directions at helpdesk@hdis.org

Manufactured Home Parks – Lap Top Export / Import Files

Before you leave the office:
Import Manufactured Home Park Files

Click "**Environmental Health**"
Click "**Manufactured Home Parks**"
Click "**Maintenance**"
Click "**Lap Top - Export/Import Manufactured Home Park Files**"
Click "**Import Manufactured Home Park Clients From Server**" radio button
Click" **OK**"
Click "**Continue**"

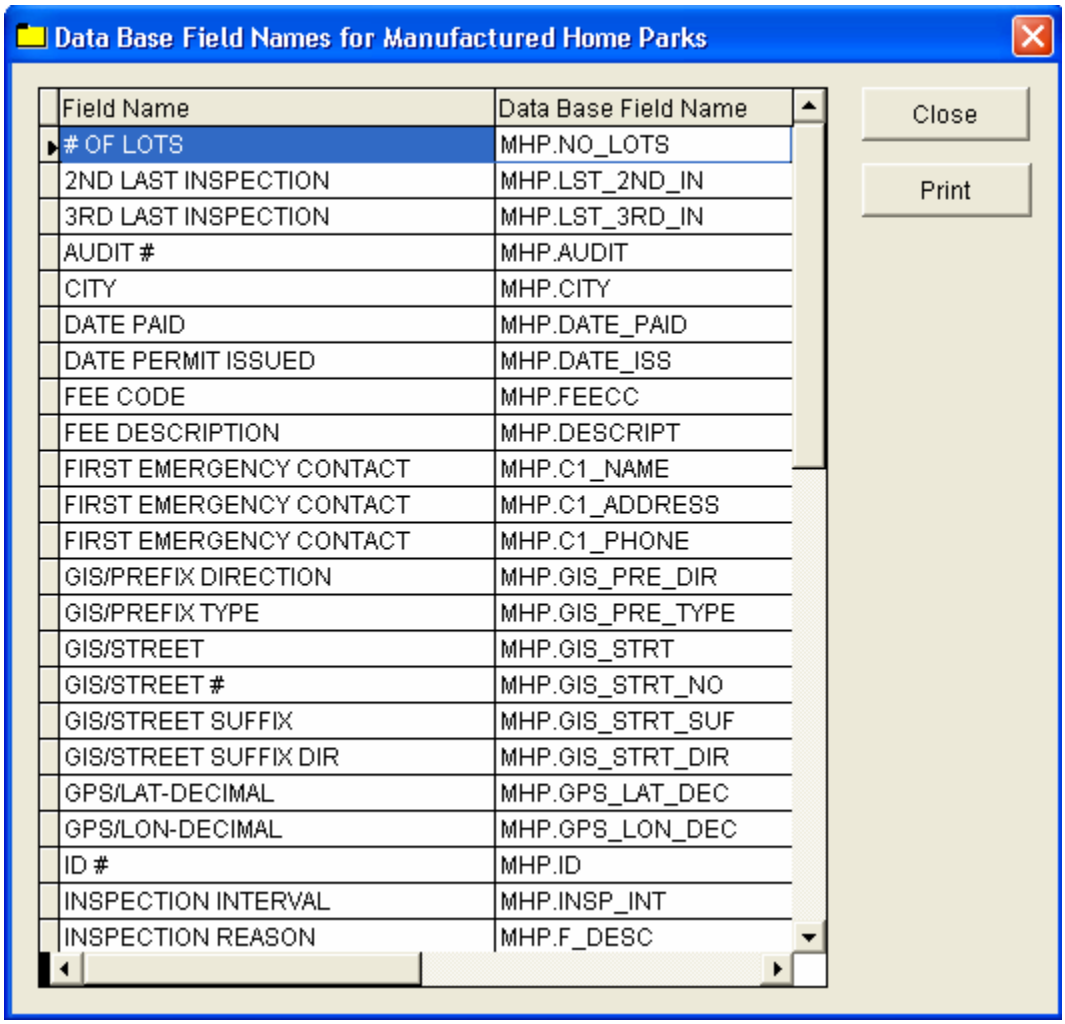
Upon returning to the office:
Export Manufactured Home Park Files

Click "**Environmental Health**"
Click "**Manufactured Home Parks"**
Click "**Maintenance"**
Click "**Lap Top - Export/Import Manufactured Home Park Files**"
Click "**Export Manufactured Home Park Clients to Server**" radio button

Note: Any record that has been modified will display a check in the box next to their name.

Click "**OK**"
Click "**Continue**"

Field Names

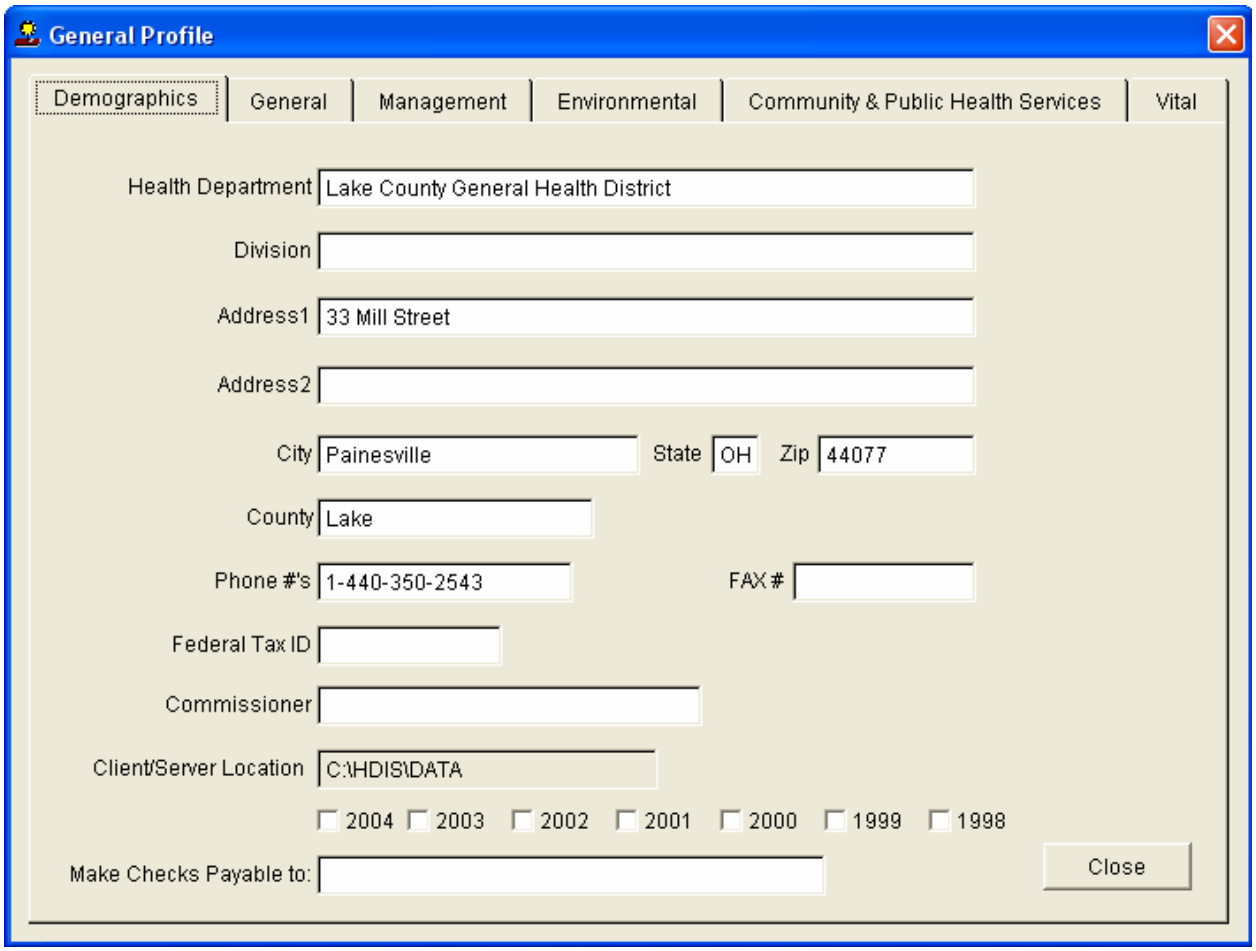


Field Name	Data Base Field Name
# OF LOTS	MHP.NO_LOTS
2ND LAST INSPECTION	MHP.LST_2ND_IN
3RD LAST INSPECTION	MHP.LST_3RD_IN
AUDIT #	MHP.AUDIT
CITY	MHP.CITY
DATE PAID	MHP.DATE_PAID
DATE PERMIT ISSUED	MHP.DATE_ISS
FEE CODE	MHP.FEECC
FEE DESCRIPTION	MHP.DESCRIPT
FIRST EMERGENCY CONTACT	MHP.C1_NAME
FIRST EMERGENCY CONTACT	MHP.C1_ADDRESS
FIRST EMERGENCY CONTACT	MHP.C1_PHONE
GIS/PREFIX DIRECTION	MHP.GIS_PRE_DIR
GIS/PREFIX TYPE	MHP.GIS_PRE_TYPE
GIS/STREET	MHP.GIS_STRT
GIS/STREET #	MHP.GIS_STRT_NO
GIS/STREET SUFFIX	MHP.GIS_STRT_SUF
GIS/STREET SUFFIX DIR	MHP.GIS_STRT_DIR
GPS/LAT-DECIMAL	MHP.GPS_LAT_DEC
GPS/LON-DECIMAL	MHP.GPS_LON_DEC
ID #	MHP.ID
INSPECTION INTERVAL	MHP.INSP_INT
INSPECTION REASON	MHP.F_DESC

The **field names** listing can be very useful in determining what fields you wish to utilize to merge data for letters or when creating adhoc reports. The **Field Name** column is used to merge data into letters.

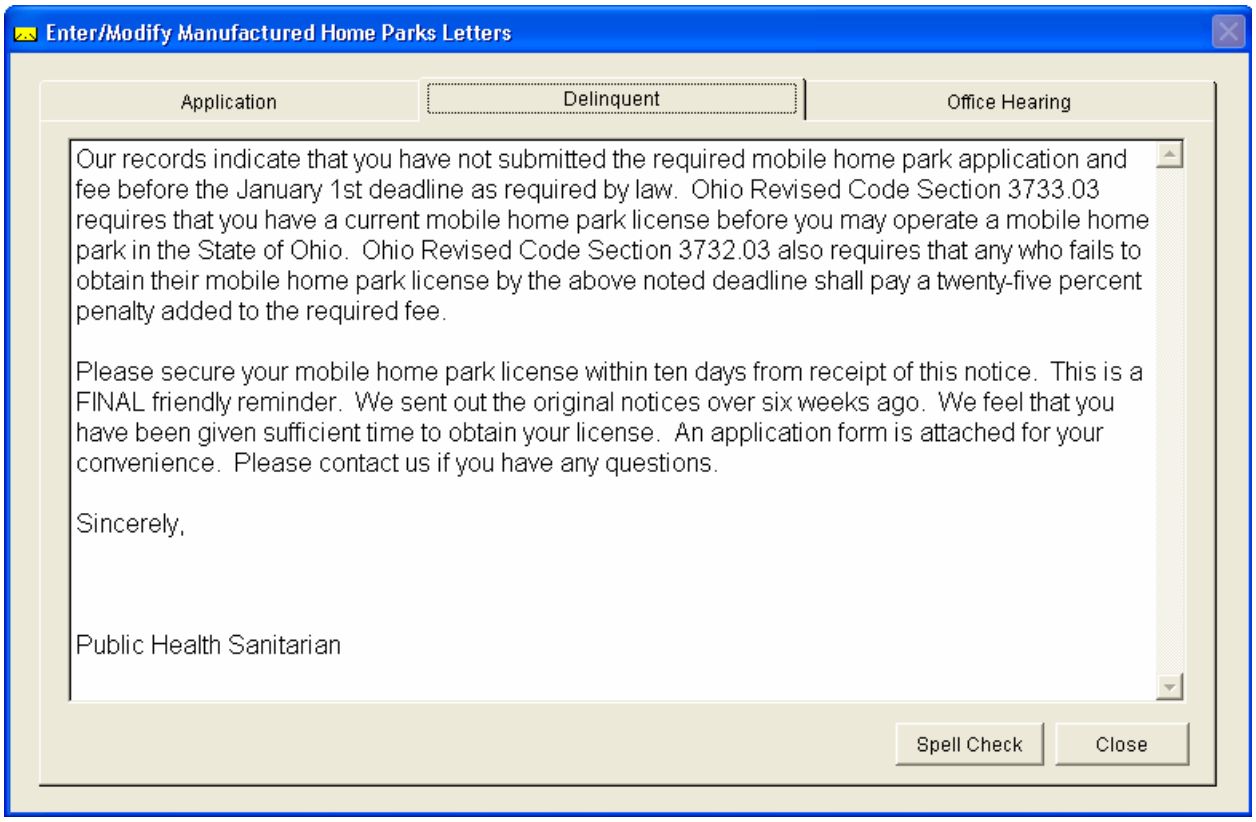
Enter the field name in capital letters in the body of the letter surrounded by asterisks (no spaces between asterisks and field name).

General Profile



The **General Profile** enables you to fill out the basic information for your health department.

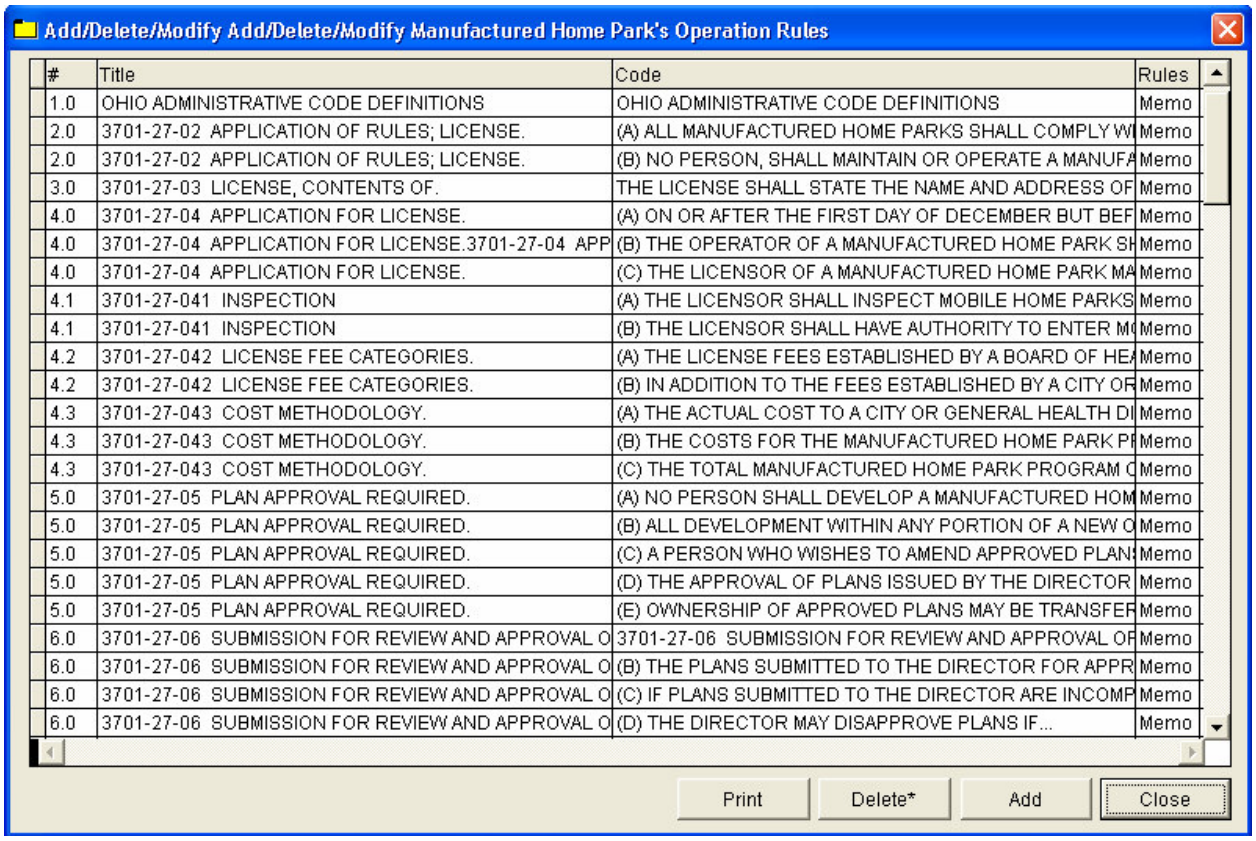
Letters


Enter/Modify Manufactured Home Parks Letters
Application
Delinquent
Office Hearing
Our records indicate that you have not submitted the required mobile home park application and fee before the January 1st deadline as required by law. Ohio Revised Code Section 3733.03 requires that you have a current mobile home park license before you may operate a mobile home park in the State of Ohio. Ohio Revised Code Section 3732.03 also requires that any who fails to obtain their mobile home park license by the above noted deadline shall pay a twenty-five percent penalty added to the required fee.
Please secure your mobile home park license within ten days from receipt of this notice. This is a FINAL friendly reminder. We sent out the original notices over six weeks ago. We feel that you have been given sufficient time to obtain your license. An application form is attached for your convenience. Please contact us if you have any questions.
Sincerely,
Public Health Sanitarian
Spell Check
Close

HDIS provides you with the flexibility to write standard letters that can be sent to clients. These letters will pull data through use of the *. The * is placed on each end of the field name that you want to pull into the letter. Use **capital letters** to describe the field name.

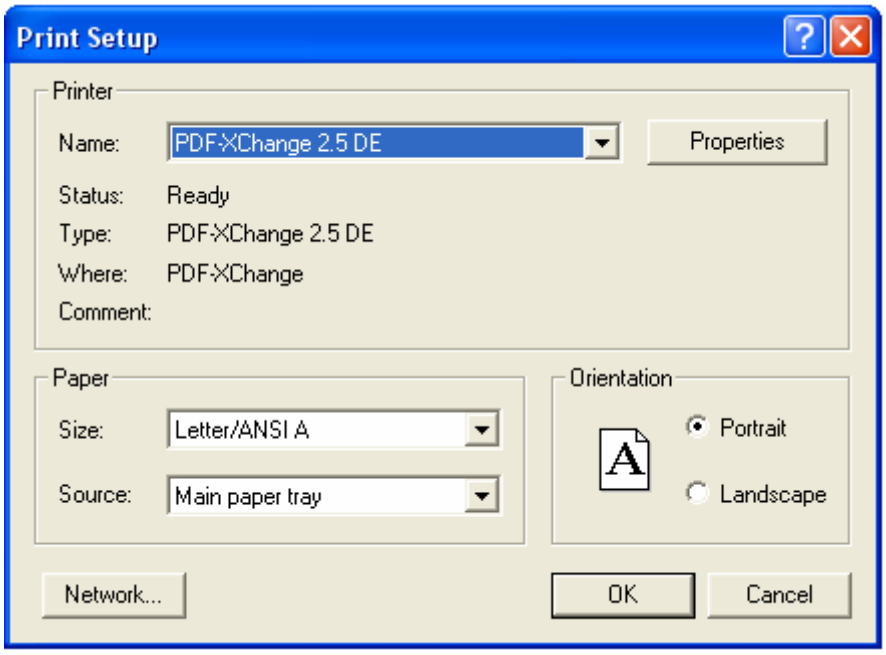
Example: *OWNER* = TOM GORDON

Manufactured Home Parks Operation Rules


Add/Delete/Modify Add/Delete/Modify Manufactured Home Park's Operation Rules
| Title | Code | Rules
1.0 | OHIO ADMINISTRATIVE CODE DEFINITIONS | OHIO ADMINISTRATIVE CODE DEFINITIONS | Memo
2.0 | 3701-27-02 APPLICATION OF RULES; LICENSE. | (A) ALL MANUFACTURED HOME PARKS SHALL COMPLY W | Memo
2.0 | 3701-27-02 APPLICATION OF RULES; LICENSE. | (B) NO PERSON, SHALL MAINTAIN OR OPERATE A MANUFA | Memo
3.0 | 3701-27-03 LICENSE, CONTENTS OF. | THE LICENSE SHALL STATE THE NAME AND ADDRESS OF | Memo
4.0 | 3701-27-04 APPLICATION FOR LICENSE. | (A) ON OR AFTER THE FIRST DAY OF DECEMBER BUT BEF | Memo
4.0 | 3701-27-04 APPLICATION FOR LICENSE.3701-27-04 APP | (B) THE OPERATOR OF A MANUFACTURED HOME PARK SH | Memo
4.0 | 3701-27-04 APPLICATION FOR LICENSE. | (C) THE LICENSOR OF A MANUFACTURED HOME PARK MA | Memo
4.1 | 3701-27-041 INSPECTION | (A) THE LICENSOR SHALL INSPECT MOBILE HOME PARKS | Memo
4.1 | 3701-27-041 INSPECTION | (B) THE LICENSOR SHALL HAVE AUTHORITY TO ENTER M | Memo
4.2 | 3701-27-042 LICENSE FEE CATEGORIES. | (A) THE LICENSE FEES ESTABLISHED BY A BOARD OF HE | Memo
4.2 | 3701-27-042 LICENSE FEE CATEGORIES. | (B) IN ADDITION TO THE FEES ESTABLISHED BY A CITY OR | Memo
4.3 | 3701-27-043 COST METHODOLOGY. | (A) THE ACTUAL COST TO A CITY OR GENERAL HEALTH DI | Memo
4.3 | 3701-27-043 COST METHODOLOGY. | (B) THE COSTS FOR THE MANUFACTURED HOME PARK PE | Memo
4.3 | 3701-27-043 COST METHODOLOGY. | (C) THE TOTAL MANUFACTURED HOME PARK PROGRAM C | Memo
5.0 | 3701-27-05 PLAN APPROVAL REQUIRED. | (A) NO PERSON SHALL DEVELOP A MANUFACTURED HOM | Memo
5.0 | 3701-27-05 PLAN APPROVAL REQUIRED. | (B) ALL DEVELOPMENT WITHIN ANY PORTION OF A NEW O | Memo
5.0 | 3701-27-05 PLAN APPROVAL REQUIRED. | (C) A PERSON WHO WISHES TO AMEND APPROVED PLANS | Memo
5.0 | 3701-27-05 PLAN APPROVAL REQUIRED. | (D) THE APPROVAL OF PLANS ISSUED BY THE DIRECTOR | Memo
5.0 | 3701-27-05 PLAN APPROVAL REQUIRED. | (E) OWNERSHIP OF APPROVED PLANS MAY BE TRANSFER | Memo
6.0 | 3701-27-06 SUBMISSION FOR REVIEW AND APPROVAL O | 3701-27-06 SUBMISSION FOR REVIEW AND APPROVAL OF | Memo
6.0 | 3701-27-06 SUBMISSION FOR REVIEW AND APPROVAL O | (B) THE PLANS SUBMITTED TO THE DIRECTOR FOR APPR | Memo
6.0 | 3701-27-06 SUBMISSION FOR REVIEW AND APPROVAL O | (C) IF PLANS SUBMITTED TO THE DIRECTOR ARE INCOMP | Memo
6.0 | 3701-27-06 SUBMISSION FOR REVIEW AND APPROVAL O | (D) THE DIRECTOR MAY DISAPPROVE PLANS IF... | Memo
Print
Delete*
Add
Close

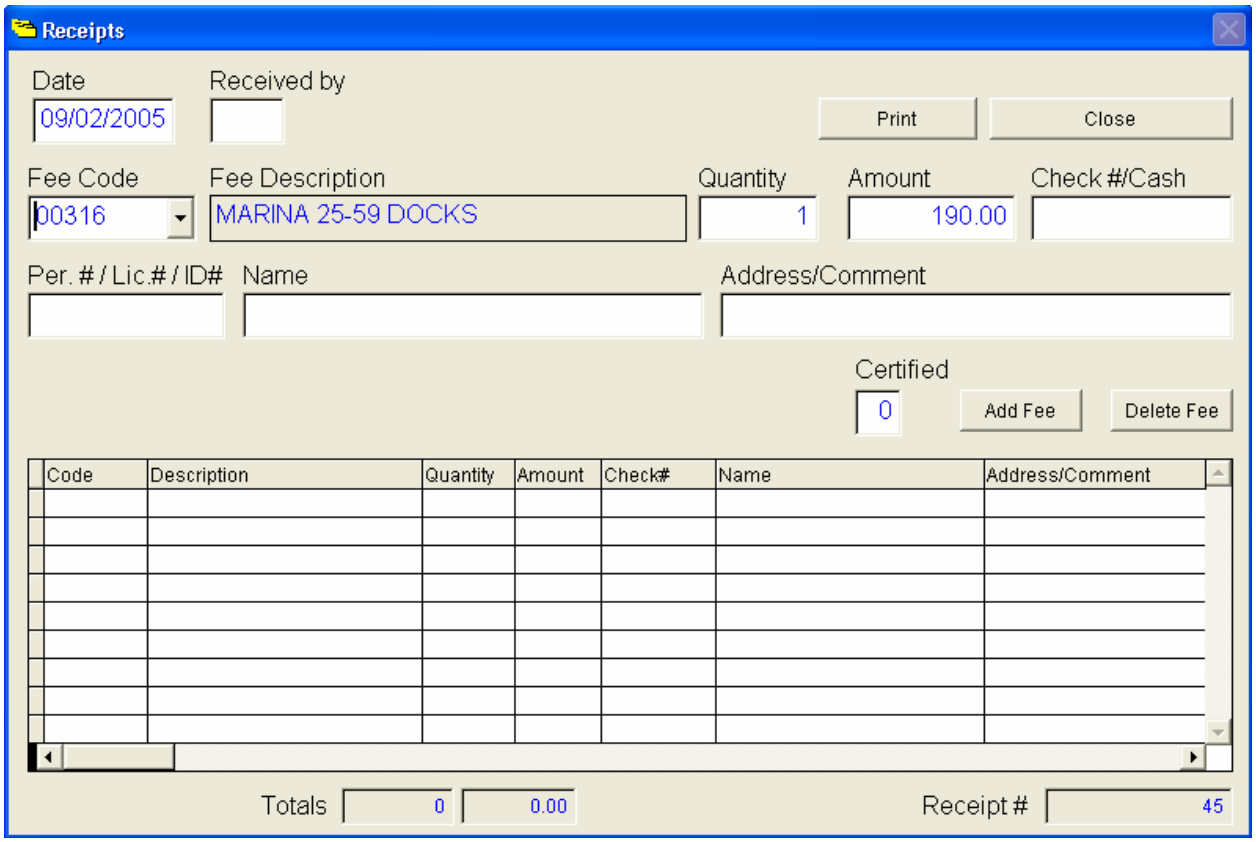
Field/Button	Description
#	ODH rule number
Title	ODH Rule Name
Code	ODH Rule Paragraph
Rules	Double click to view rule
Close	Closes the table
Add Button	Adds an operation rule to the table
Delete* Button	Right-click to delete a highlighted entry
Print	Prints the list

Printer Setup



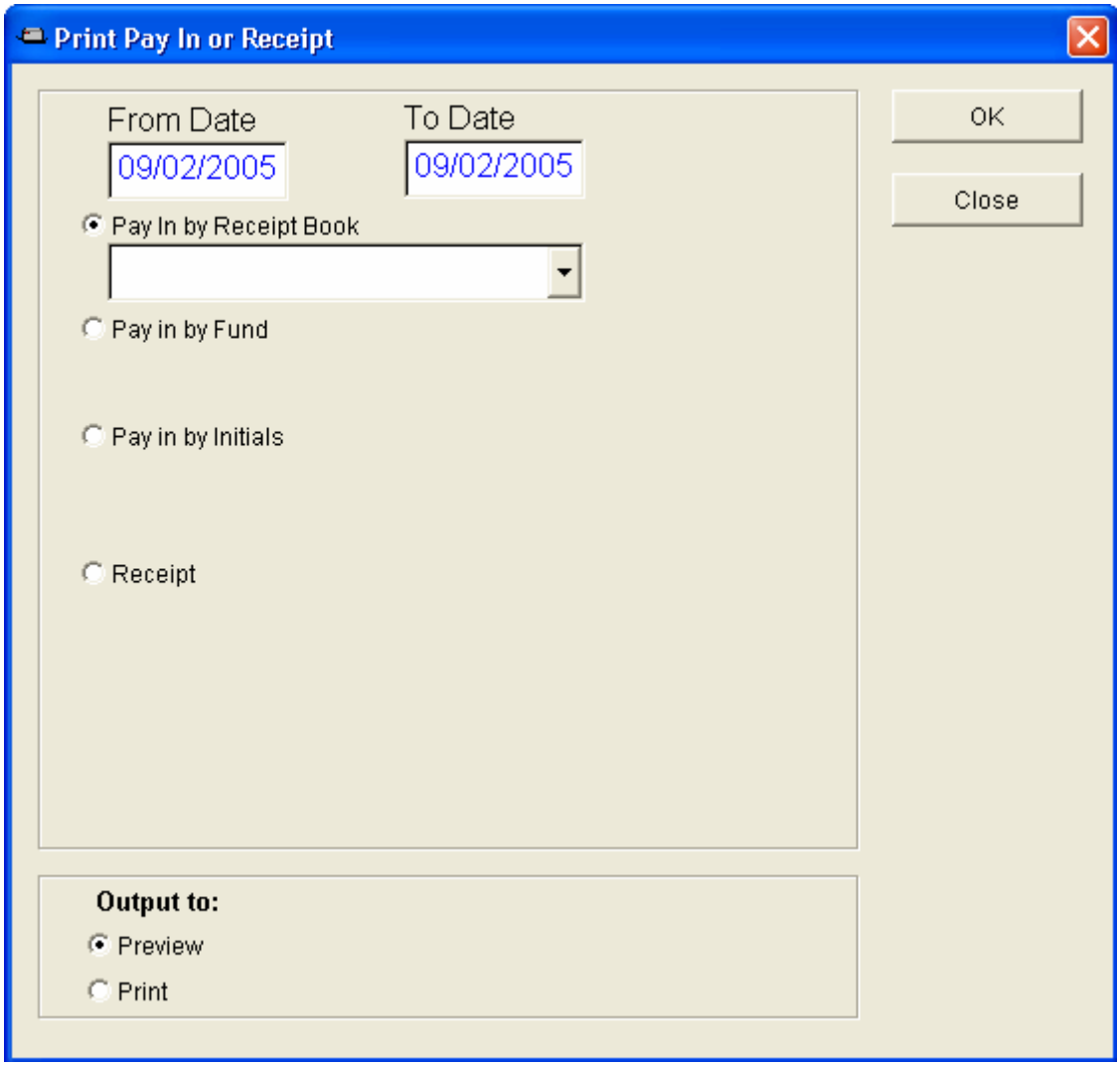
The print setup allows you to choose from which printer you wish to print. Pick the printer in the name dropdown and click "**OK**".

Receipts



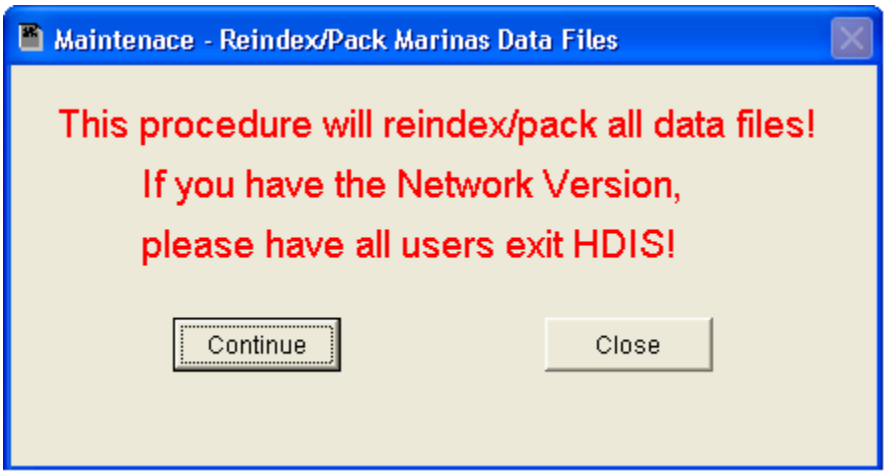
If your health department has the "**Receipts**" module, you have the ability to print any receipt through the "**Maintenance**" tab. You may also print a receipt from the Manufactured Home Park data entry window by pressing **ALT-R** keys.

Receipts Pay In Report



If your health department has the "**Receipts**" module, you have the ability to print your pay in reports through the "**Maintenance**" tab.

Reindex/Pack Manufactured Home Parks Data Files


Maintenace - Reindex/Pack Marinas Data Files
This procedure will reindex/pack all data files!
If you have the Network Version,
please have all users exit HDIS!
Continue
Close

This function is only needed should your data be corrupted due to a power failure. Please contact CHC Software if you have any questions or concerns.

CHC **Software, Inc.**
Health District Information Systems
helpdesk@hdis.org

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